**OFFICE OF PUBLIC INSTRUCTION**

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**Superintendent**

Instructions to log in to the Transportation Program

### *PASSWORDS*

1.  Open your browser and go to the OPI website at www.opi.mt.gov. Choose Pupil Transportation from the "Programs & Services" menu in the upper right side of the screen.

2.  Click on "Pupil Transportation Data Entry" to the right of the OPI Yellow Bus logo.

3.  User Name and Password is the name and password that you received from Maxine. It is easy to cut and past that first password into the data cell by using "CTRL C" (control C) to copy and "CTRL V" to paste into the data cell.

4.  The home page for the OPI Pupil Transportation Program will open. You will see the OPI home page information at the top and the Transportation Menu will be in the middle of the page.

5.  Click on "Administration" to change the password to something you can remember. Please write it down and keep it safe. The new password you assign has to be at least 8 characters in length and it must include a Capital letter, a small letter and a number. It would look something like this: My21Pass.

6.  If you forget your password, email Maxine at mmougeot@mt.gov and she will send you a new one.

7.  Click on "Change Password" and copy the old password using the "CTRL V". Then enter your new password using the criteria in #5.

17. The image box in the upper left corner of the TR-35 will show up when the document is printed. This is a new application and we will figure this out soon.

- The image box in the upper left corner any of the transportation documents will show up when the document is printed. This is a new application and we will figure this out soon.

- For help with the new program, email Maxine at mmougeot@mt.gov .

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*